

**WELCOME ABOARD  
ATLANTIC ORDNANCE COMMAND &  
NAVAL WEAPONS STATION YORKTOWN  
YORKTOWN, VIRGINIA**



*Provided by  
"Team Ordnance!"  
Atlantic Ordnance Command  
Detachment Yorktown*

## **WELCOME ABOARD!**

Welcome to the home of Atlantic Ordnance Command (AOC), and specifically the AOC Detachment Yorktown, and welcome on board Naval Weapons Station (WPNSTA) Yorktown. WPNSTA Yorktown covers almost 12,000 acres and includes hundreds of magazines, a wide range of facilities, and a 2,250-foot pier on the York River. Contiguous to WPNSTA, but requiring a short drive, is Cheatham Annex. Cheatham Annex is a part of WPNSTA and contains some excellent recreation facilities.

AOC is a tenant command of WPNSTA Yorktown. I am double-hatted, commanding both. AOC has coast-wide ordnance logistics responsibilities as seen in the "AOC Organizational Chart." The Yorktown Detachment of AOC is one of five of the detachments that service the Atlantic Fleet.

Our main purpose at WPNSTA & AOC Yorktown is to provide you, the Fleet, with ordnance of all descriptions, from 22 caliber rounds to tomahawk cruise missiles. Our standard policy is, if for whatever reason a "delay-in-underway time" is expected or anticipated, we authorize overtime as well as maximize "crane assets and swing time" to complete ordnance evolutions. Ninety-nine percent of our customer's ships leave the pier on time or ahead of schedule. I am proud of the work we do and I think you will be too!

The mission of WPNSTA Yorktown is to provide the base operating support functions that support all tenants, including AOC. These functions include the port services, transportation, and MWR items of interest to visiting ships.

This booklet has been compiled for two reasons: (1) to assist you in making your ordnance evolution smooth and efficient, and (2) to make your stay at Yorktown as enjoyable as we can. In both of these endeavors, as in all operations, effective communications and prior planning are the keys to success and honest feedback is key to improvement. A good ordnance plan will provide for complementary levels of effort between ship's force and AOC Yorktown. Prior planning and communication on your part and attentive responsiveness to your needs on ours will similarly enhance your enjoyment of our MWR facilities. With a little notice, we can accommodate picnics, parties, tours, PRTs, golf/bowling/fishing tournaments and changes to any facility's operating hours.

Ordnance safety is the FUNDAMENTAL concern for WPNSTA & AOC Yorktown. The Peninsula Safety Storefront has been instructed to shut down pier operations if, in their opinion, such action is warranted. Please accept the interruption as being in the best interest of all concerned. Normal operations will resume as soon as possible.

It is our goal to ensure each and every ship that moors at Yorktown receives safe, smooth, prompt, and more importantly, quality service. Completing the critique sheet at the conclusion of your visit will provide us with the information we need to improve.

Again, we are pleased to have you, your ship, and your crew at WPNSTA & AOC Yorktown.

**P. G. BEIERL**  
Commanding Officer, Naval Weapons Station  
and Atlantic Ordnance Command (AOC)

Record of Changes

Change Number	Date of Change	Date Entered	Person Making Change
Revision 1	5 Sep 01	5 Sep 01	Initial Issue
Revision 2	02 Jan 02	02 Jan 02	Includes ACN's 1 & 2.
Revision 3	21 Jun 02	24 Jun 02	OIC AOC DET Yorktown
Revision 4	2 Mar 04	12 Jul 04	OIC AOC DET Yorktown

## TELEPHONE DIRECTORY

Off Base 9+Number, commercial 88x-xxxx, DSN (IN) 953: (OUT) 84+Number

Emergency	887-4911
EOD During normal working hours	887-7316/4177
After hours	887-4676
EOD OIC	592-6044 (Cell)
Fire (and other Emergencies)	887-4911
Medical	887-7404
Base Communications, Telephone Service	
Customer Service	887-4141
Manager	887-7724
After hours	883-1048 (Pager)
Command Personnel	
Commanding Officer, WPNSTA & AOC Yorktown	887-4141
Executive Officer, WPNSTA Yorktown	887-4242
Executive Officer, AOC Yorktown	887-4888
CDO, WPNSTA Yorktown	592-5961 (Cell)
Branch Medical Clinic	887-7404
Ordnance	
Officer in Charge, AOC Detachment Yorktown	887-7574
	876-9986 (Cell)
Ordnance Manager	887-4533
	870-8563 (Cell)
Logistics Manager	887-4487
	846-1890 (Cell)
Operations Superintendent	887-7594
	810-3441 (Cell)
Pier Supervisor	887-4361
	871-0899 (Cell)
Safety Loading Officer	887-7322
	871-0915 (Cell)

Planning/Scheduling, Supervisor	887-7684 879-8918 (Cell)
Planners:	887-7592 887-7498 887-7588
Lightweight Torpedo Storage and Issue Facility	871-0906 (Cell)
Division Officer	887-4727
LCPO	887-4442
Public Affairs Officer	887-4939 592-5960 (Cell)
Peninsula Site Public Works Officer, Base Civil Engineer	
Base Civil Engineer	887-4636
Transportation	887-4130
Oily Waste Container/ Oil Containment Boom	444-7528
Peninsula Safety Storefront, Explosive Safety Officer	887-4661
Safety Spec. Sup.	887-4394
Safety Spec.	887-4551
Safety Spec.	887-7399
Safety Spec.	887-4558
Peninsula Public Safety Precinct, Security Officer	887-7110 592-5977 (Cell)
Security, Dispatcher	887-4676
Security, Watch Commander	887-4678
Security LCPO	887-7566
Chief of Police	887-7431
Harbor Security Boat Patrol	
Office	887-7737
LCPO	592-5983 (Cell)
Tidewater Area Shore Patrol	623-2291
Tugs, Bar Pilot, & Dockmaster	
Coleman Bridge Tender	898-8516
Dockmaster (Normal Working Hours)	887-4375/4359/7682

After Working Hours

Waterfront Officer	438-3891 (Cell)
Senior Dockmaster	592-6022 (Cell)
Dockmaster, Tug Master, Pilots also monitor Marine Band VHF Channel 13	

Bar Pilot, Norfolk Port Operations Scheduler	444-1121
Morale, Welfare and Recreation (MWR)	
MWR Representatives	847-7885
	897-5257 (Cell)
Duty Manager (After 1700 Hrs)	887-4555
Main Office	887-4234
City Limits Recreation Center	887-4555
City Limits Snack Bar	887-4646
Base Gymnasium (Sport Equipment Checkouts)	847-7828/29
Fishing Passes & Picnic/Camping areas (Outdoor Recreation)	887-4602
Twin Pin Bowling Center	887-4207
Holly Oaks Golf Course	887-4323
Information Tickets & Tours (ITT)	887-4609
(Tickets & Yorktown Hunting Passes)	
Resource Center (Computers)	847-7859
Craft & Other Special Items (ITT)	847-7862
(Plaques, Mugs, personalized items)	

## TABLE OF CONTENTS

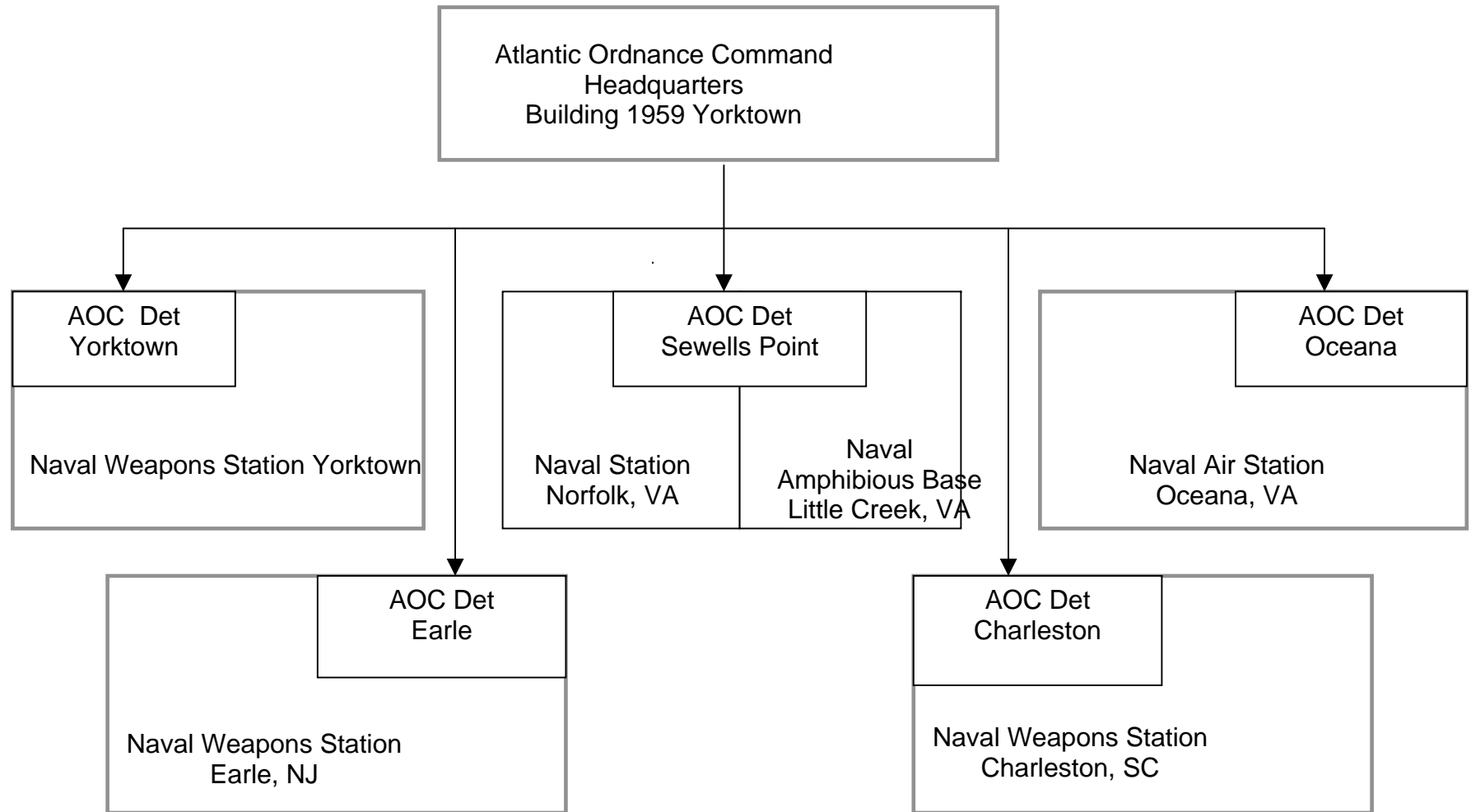
WELCOME ABOARD!.....	2
Record of Changes .....	3
Emergency .....	<b>Error! Bookmark not defined.</b>
Command Personnel.....	
AOC DET Yorktown .....	
Public Affairs Officer .....	<b>Error! Bookmark not defined.</b>
Peninsula Safety Storefront, Explosive Safety Officer..	<b>Error! Bookmark not defined.</b>
Harbor Security Boat Patrol.....	6
Tugs, Dockmaster, & Bar Pilot .....	6
MWR .....	
 AOC ORGANIZATIONAL CHART.....	 10
WATERFRONT OFFICER/DOCKMASTER .....	11
General .....	11
Environmental .....	12
Government Vehicles .....	12
PUBLIC AFFAIRS OFFICER (PAO).....	13
Photography .....	13
Dependents/Tiger Cruise/Ship's Visitors or Tech Rep Visits.....	13
Civilian dependents/visitors .....	14
Buses require escorts.....	14
Ammunition Handling Pier .....	15
The Pier Supervisor (Safety Loading officer).....	15
Safety Observers.....	15
"BRAVO" Flag .....	15
NO Smoking .....	15
Fire Teams .....	16
Hot Work .....	16
Personal Protective Equipment (PPE).....	16
Ordnance leaking, damaged, etc.....	16
Explosive Mishap .....	16
Local atmospheric disturbances .....	16
Hazards of Electromagnetic Radiation Hazards to Ordnance (HERO).....	16
"LIMA" Flag .....	17
Personal Cellular Telephones .....	17
Citizen Band (CB) and HAM radio mobile transmitters are prohibited.....	18
PENINSULA PUBLIC SAFETY PRECINCT (BASE SECURITY) .....	159
General Information.....	19
"CLOSED BASE" .....	19

Privately Owned Vehicles (POV).....	19
Pier/Pedestrian Traffic.....	19
Shore Patrol .....	19
Harbor Security .....	19
NO GENERAL SHIP VISITING .....	20
Miscellaneous.....	20
AOC DETACHMENT YORKTOWN (ORDNANCE).....	21
Pre-Arrival Conference.....	21
Preparation.....	21
Arrival Brief.....	21
Procedures and Pace of work .....	22
Departure .....	22
Ordnance Handling .....	22
Ordnance Offloads .....	23
Ordnance Onload.....	25
COMMONLY ASKED QUESTIONS.....	26
Why does the pier crew keep taking breaks? .....	26
Why are we using only one crane when there are more on the pier?.....	26
Why can't AOC Detachment Yorktown be more flexible with the load/offload schedule/items? .....	26
Why must we rig our accommodation ladder when there are brows available? .....	27
MORALE, WELFARE AND RECREATION (MWR).....	28
Bus Service .....	28
Golf Courses .....	28
Mobile Canteen .....	28
Twin Pin Bowling Center .....	28
ITT .....	28
Gymnasium .....	29
City Limits.....	29
Running/Jogging/Biking.....	29
Rules for Running/Jogging .....	29
Rules for Bicycling.....	30
Picnic & Camping Areas.....	30
Back-to-Nature Cabins .....	30
Fishing.....	31
ATM Machines .....	31
Take a "mini-vacation" .....	31
TELEPHONE DIRECTORY .....	4
Emergency .....	4
Base Communications, Telephone Service.....	4
Command Personnel.....	4
Ordnance .....	4
Public Affairs Officer .....	5



Peninsula Site Public Works Officer, Base Civil Engineer .....	5
Peninsula Safety Storefront, Explosive Safety Officer.....	5
Peninsula Public Safety Precinct, Security Officer .....	5
Tugs, Bar Pilot, & Dockmaster .....	5
Morale, Welfare and Recreation (MWR) .....	6
BASE MAPS .....	32
NWS Yorktown & Cheatham Annex.....	33
“The Loop”, Duty Driver Facilities Map .....	34
Running/Jogging Trails.....	35
Bicycling Path.....	<b>Error! Bookmark not defined.</b>
Cheatham Annex.....	36

## AOC ORGANIZATIONAL CHART



- AOC Headquarters is located in building 1959 on Naval Weapons Station Yorktown, Yorktown, Virginia.
- AOC operations at all sites are **TENANT** commands of the main Shore Activity.
- The Shore Activity CO provides normal Base Operating Support (Landlord) functions.

## WATERFRONT OFFICER/DOCKMASTER

### General

1. Per COMNAVREGIONMIDATLANTIC SOPA MANUAL 5400.1 and Fleet guide to Hampton Roads Pub 940, chapter V, ships will not be scheduled to arrive or depart WPNSTA Yorktown during the hours of 0500-0800 and 1500-1900 unless operational requirements or tidal conditions dictate otherwise.
2. WPNSTA Dockmaster (887-4375) and Coleman Bridge Tender (898-8516) require at least two hours advance notice to departure time changes.
3. Ships requiring additional tugs from Norfolk need to provide at least eight hours advance notice of underway time changes. Docking Pilot services are arranged through Naval Station Norfolk, Port Operations by the WPNSTA Dockmaster.
4. Dockmaster, Tug Master, and Pilots monitor VHF channel 13 while waiting for ship and channel 3 all other times.
5. For Bar Pilot services contact Naval Station Norfolk, Port Operations Schedulers, (757) 444-1121.
6. Do not sound ANY alarms for drill purposes while at WPNSTA Yorktown. All alarms will be treated as actual casualties and the pier will be evacuated.
7. Ships must maintain a 15-minute underway state of readiness. Towing hawsers will be rigged both fore and aft and lowered to two feet above the waterline. Standard mooring lines are acceptable. Rat guards will not be used and lines will not be frapped. Do not bird-nest lines unless in the way of handling evolutions.
8. Anchors will not be put underfoot due to time constraints in getting a vessel underway in an emergency.
9. Ships are not to receive stores at WPNSTA Yorktown. If a commercial distributor arrives at WPNSTA Yorktown, they will not be permitted access to the pier until ALL ordnance handling has secured for the day.
10. Shore power, steam, and breasting camels are not available. Submarines in need of NUC "Grade A" water should make other arrangements.

## Environmental

1. Overboard discharge of sewage is prohibited. A CHT hookup is provided on the pier.
2. DO NOT PUMP BILGES. The placing of fuel/wastewater containment booms has ceased unless requested and paid for by individual ships. No internal transfers of fuel or bilge water allowed, other than the minimum necessary to maintain auxiliary power/steam. Spills can impact downstream Virginia Institute of Marine Science (VIMS) Gloucester Point water intakes. If an oil slick/sheen is noticed, contact the WPNSTA dock master and station CDO immediately and they will make necessary notifications. An oily waste container can be arranged through PWC.
3. Ships will not transfer fuel during ordnance handling evolutions. If fuel transfers are necessary, ordnance evolutions will cease. Notification of the Pier Supervisor is mandatory before fuel transfers are started and secured.
4. Ships are required to clean the pier area around the ship, the dumpster area and parking area daily and before getting underway. Ensure trash, metal and wood products are segregated into the appropriate dumpsters.

## Government Vehicles

1. WPNSTA Dockmaster personnel are available to transport ship's company to PWC Transportation to pick-up or drop-off ship's vehicles.
2. Vehicle keys must remain in the ignition of all vehicles parked on the pier.
3. Fuel for WPNSTA Yorktown government vehicles may be drawn from station pumps at any time. A gas key is provided with each vehicle. Gas cards from other military activities will not operate station pumps. Contact the WPNSTA Dockmaster to arrange refueling of non-WPNSTA Yorktown government vehicles.
4. Government vehicles are available through Public Works Department. Arrangements may be made via LOGREQ.

## PUBLIC AFFAIRS OFFICER (PAO)

1. All VIP visits, tour groups, media, Dependent Cruises and Tiger Cruises will be coordinated through the WPNSTA Yorktown Public Affairs Officer (PAO).

### Photography

- Military personnel and authorized visitors may transport cameras to and from the ships berthed at the WPNSTA Yorktown ammunition and handling pier; however, no photography is permitted in the restricted areas of Naval Weapons Station Yorktown (including the ordnance pier) unless approved by the PAO. Photos may be taken in the industrial area of the Station without a permit. For additional information regarding photography on Station, the PAO may be contacted at 887-4939.

### Dependents/Tiger Cruise/Ship's Visitors or Tech Rep Visits

- Before the scheduled pre-arrival conference, the ship should determine if a Tiger Cruise or Dependents Cruise will arrive or depart WPNSTA Yorktown. The pre-arrival brief will address specific requirements and details for a Tiger Cruise or Dependents Cruise during the brief.
- All ordnance handling ceases when dependents/guests are on the pier. This is especially apparent when more than one ship is present; guest cruises must be carefully coordinated to avoid impact of operations to all ships at the pier.
- All cruises must to be coordinated with the Station PAO at 887-4939. The PAO will notify the appropriate ordnance, pier and security personnel of planned cruises.
- A Naval message format must be transmitted to the PAO before a Tiger Cruise or Dependents Cruise.
- The message will be to:

WPNSTA YORKTOWN VA//OOP//

INFO LANTORDCOM DET YORKTOWN VA//28/28A/281/2811/282//

- Refer to OPNAVINST 5720.1, CINCLANTFLT NORFOLK VA 311413Z JAN 02, C2F OPOD 2000-97, or later directions/instructions for amplification. Ship's ISIC or other higher echelon requirements may apply. AT/FP considerations are a major consideration in these type visits.

#### Civilian dependents/visitors

- Arriving onboard a ship at the ordnance pier must debark the ship and depart the pier immediately. No security pass is required.
- When embarking a ship for a cruise they will be escorted "en masse" to the ship prior to underway time. No security pass is required.
- Are not allowed to spend the night aboard ship.
- Tech Reps and other visitors that meet the ship at arrival, as well as arrive with the ship and are expected to stay more than 1 day on the ship, should coordinate with Security for restricted pier passes to cover the duration of their visit. WPNSTA Yorktown PAO and AOC DET Yorktown shall be notified in advance regarding Tech Reps and other visitors.

#### Buses require escorts

- The number of buses/vans arriving to support a planned cruise and the estimated time of arrival is to be relayed to the PAO no later than 1 workday in advance.
- The PAO will notify the Security Department to arrange escorts for the buses.
- In the event the PAO cannot be reached, escorts may be arranged by contacting the Security Dispatcher at 887-4676 or WPNSTA CDO.

## PENINSULA SAFETY STOREFRONT (BASE SAFETY)

### Ammunition Handling Pier

- The pier at WPNSTA Yorktown is an Ammunition Handling Pier, not a Berthing Pier. Pier loading operations are guided by the precepts and regulations of NAVSEA OP 5.

### The Pier Supervisor (Safety Loading officer)

- Has the overall responsibility for the handling evolution. A white hardhat with a green cross identifies the Pier Supervisor (Safety Loading officer). The person assigned for your evolution will be introduced at the arrival brief.

### Safety Observers

- All Safety Observers have the responsibility to stop any or all phases of operations involving the handling of ammunition when unsafe conditions exist. A distinctive green hardhat identifies Safety observers. The person assigned for your evolution will be introduced at the arrival brief.

### “BRAVO” Flag



- Display the “BRAVO” flag BEFORE commencing ordnance-handling evolutions.

## NO SMOKING ON STATION EXCEPT IN DESIGNATED AREAS!

- Smoking in vehicles is prohibited.
- Smoking on the weather decks and the pier is prohibited, as are matches, lighters and any other form of flame-producing items. The Ship may designate internal smoking areas. These areas must not be open to the weather decks. A smoking area with installed electric coil lighters is provided adjacent to the pier office.



### Fire Teams

- Fire Hoses will be laid out ready to use IAW OP4 PARA 2-22.3, such that at LEAST single hose coverage is provided for the entire weapons handling path without crossing Damage Control or Fire boundaries.

### Hot Work

- Hot Work, power sanding, wire brushing, and painting is prohibited at the pier unless required as an emergency-impacting mission. The units TYCOM must certify the emergency. To obtain a HOT WORK PERMIT contact Safety Storefront (887-4661).

### Personal Protective Equipment (PPE)

- Hard hats and safety shoes must be worn near ordnance handling evolutions.
- Gloves, safety glasses with side shields or goggles, and face shield must be worn during banding or de-banding operations and when cutting up scrap banding material.

### Ordnance leaking, damaged, etc

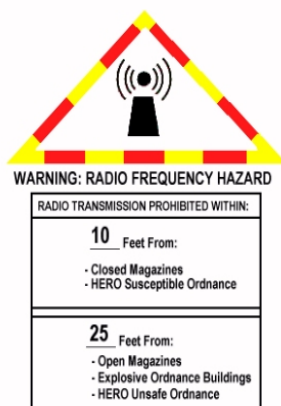
- Ordnance items determined to be hazardous (leaking, damaged, etc) will not be handled and EOD services will be requested (887-4177). Once EOD has certified the ordnance safe, it will be moved.

### Explosive Mishap

- In case of an Explosive Mishap, handling operations will cease, EOD assistance will be requested. Material handling may resume when the ordnance has been certified safe by EOD. The explosive mishap report must be submitted IAW OPNAV 5102.1. The Ship is responsible for reporting all shipboard explosive mishaps.
- When hand-carrying ordnance, cargo nets must be rigged at each working station.

### Local atmospheric disturbances

- Ordnance handling will be secured during local atmospheric disturbances. Specifically, when lightning occurs within 5-miles of the pier and/or when the wind speed exceeds 30-knots. This may also involve snow and ice conditions on the pier and in the magazine groups during winter months.



### Hazards of Electromagnetic Radiation Hazards to Ordnance (HERO):

- References OP5 and OP3565 state that All handheld radios and official cellular telephones MUST have the proper HERO warning symbols label (NAVSEA 5104/2) with a minimum standoff distance of 25-feet from ALL ordnance".



(DD Form 2056 FSN: 0102-LF-002-0560)

- Ships must comply with the requirements of the Naval Weapons Station Emissions Control Bill during all ordnance handling evolutions.
- Official Hand-held radios are authorized provided the power output is limited to maximum of two watts or less and an operation frequency of greater than 100 MHz. All radios will be labeled and the appropriate standoff distance maintained.
- Official cellular telephones with a maximum power output of 3 watts and an operation frequency between 800-900 MHz are authorized provided they are labeled and the appropriate standoff distance is maintained.

#### “LIMA” Flag



- It is requested that the ship set condition “LIMA” during all handling evolutions.



#### Personal Cellular Telephones

- Due to the nature of the business here at the WPNSTA Yorktown, the use of personal cellular phones is prohibited both on the pier and in the explosive restricted area. The following exceptions apply:
  - Personal Cell phones may be used in the parking lots supporting the pier provided a minimum of 50 feet standoff from the roadway is maintained.
  - Personal Cell phones may be used on the pier provided all ammunition has been removed from the pier and all shipboard ammunition has been stuck below. This includes any handling that may be occurring on any and all ships at the pier.
  - Personal Cell Phones are not authorized for use in the explosive restricted area.

NOTE: (The entrances to the Explosive Restricted Area are identified by yellow barricades and HERO warning signs at the entrance.)

Citizen Band (CB) and HAM radio mobile transmitters are prohibited.

- Radar and sonar transmissions are not allowed. The equipment will be secured or placed in standby before arrival.
- WPNSTA Yorktown will NOT process message traffic.
- SATCOM is authorized during handling operations with the following restrictions:
  - a. The System must be AN/WSC-3(V) series only
  - b. No negative (below zero degrees) antenna angles
  - c. Maximum power output limited to 6.3 watts
  - d. Transmit antenna will be directed away from the pier

NOTE: When all ordnance-handling operations have ceased, the pier has been cleared of all ordnance and all shipboard ammunition has been struck below, other types of SATCOM equipment may be utilized.

Questions concerning HERO should be directed to the Radiation Safety Officer. He can be reached at 887-4661.

## PENINSULA PUBLIC SAFETY PRECINCT (BASE SECURITY)

### General Information

#### “CLOSED BASE”

- WPNSTA Yorktown is a “CLOSED BASE” with armed Sentries posted 24-hours day/7 days a week. There is a 100% identification check at all times. You must have a valid Armed Forces Identification Card (military/dependents) or a Visitors/Contractor pass/badge in your possession to access the base or the pier. On occasion, you will see added security measures while entering/exiting the Base. We ask for your patience and cooperation when these measures are in effect.

#### Privately Owned Vehicles (POV)

- Vehicles must comply with current “State Registration” requirements.
- Obey posted Speed Limits; otherwise violators will be issued Magistrate (\$) tickets.

#### Pier/Pedestrian Traffic

- The pier is located in an established “Restricted Area”.
- Pedestrian traffic is not allowed on the pier between sunset and sunrise. Personnel must be in a government vehicle or a MWR shuttle bus during these times.
- Swimming from the pier is prohibited. Pier speed limit is 15 mph.
- Privately owned vehicles (POV) are not allowed on the pier at any time.
- Fishing is limited to ships crew only, and only from outboard side of the ship.

#### Shore Patrol

- Shore Patrol will be required during authorized liberty hours in the appropriate “uniform of the day”. Depending on the size of the liberty party, one E-5 or above will be posted at the City Limits Recreation Center. Additionally, one E-4 or above will ride the MWR shuttle bus. The actual number of Shore Patrol required will be decided at the arrival brief. Shore Patrol will be transported to building 702 by calling the Security dispatcher, who will arrange their transportation. They must meet with the Security Watch Commander before deploying.

#### Harbor Security

- A Harbor Security detail will maintain 24-hour picket boat surveillance. It can be contacted on marine band VHF channel 13.
- Additional, classified details will be sent by message.

#### No General Ship Visiting

- Dependents are NOT allowed on the pier with the exception of planned Dependent/Tiger cruises.
- Dependents desiring to see sponsors are to arrange an alternate area such as the City Limits Recreation Center, Gym, or Bowling Alley or the parking lot just before the Sentry Post on Barracks Road (South Pier entrance) or on Roosevelt Road (North Pier entrance).

#### Miscellaneous

- Smoking is prohibited onboard WPNSTA Yorktown, whether while walking or riding in vehicles. A smoking shack with electric lighters mounted on the walls is provided 24 hours/day on the pier. No butane or other incendiary devices are allowed.
- No civilian taxis or fast food deliveries are allowed on WPNSTA Yorktown; however, on-base NEX delivery services may be utilized.

## AOC DETACHMENT YORKTOWN (ORDNANCE)

### THE SUCCESSFUL ORDNANCE HANDLING EVOLUTION

#### Pre-Arrival Conference

It is highly recommended to conduct the Pre-Arrival Conference at least two weeks before your anticipated onload/offload date. It is essential your representatives can articulate your questions, problems, and needs. This is particularly crucial if you are offloading ordnance, as questions about pre-issue inspections (documentation, MIL-STD packaging, and equipment) can be addressed in depth. Arrangements for pre-issue inspection training can also be made available at this time. Ships unable to schedule a Pre-Arrival Conference are advised to send a list of items to be offloaded by message to include NALC, NIIN, Quantity, Lot/Serial Number, and Condition Code. Any special requirements or pertinent questions regarding the load/offload may also be addressed.

#### Preparation

A successful ordnance handling evolution requires advanced preparation. Submit an accurate LOAD PLAN as early as possible and keep all parties informed of any changes to the plan. Not all items you order for onload at WPNSTA Yorktown are stocked here. Naval Ammunition Logistic Center-AMMOLANT is standing by to assist 24 hours a day, 7 days a week. Call 1-800-600-2666 or duty cellular telephone 570-6531. Your Weapons/Ordnance/Accounting Officer must stay abreast of all requisitioned items status. This will avoid last minute misunderstandings concerning the availability of specific items for onload or retrograde to support an offload. Dissemination of the pre-arrival conference information to essential players is vital so that the appropriate number of working parties can be assigned and sequenced. Review this handout and all applicable publications. Special attention should be given to the requirements of proper packaging, receipt inspection of ordnance, squaring pallets and proper sealing of boxes and accountability for Security Category I and II items. An up-to-date ammunition database is essential to reconciling the received documentation and producing an accurate Ammunition Transaction Report (ATR).

#### Arrival Brief

Will be conducted onboard as soon as the CO is ready. Ordnance handling cannot begin until the brief has concluded and CO has given permission, though the loading of retrograde, missile dollies, etc., with the CO's concurrence, can start before. Only essential players e.g. CO, XO, CSO/WEPSO/ ORDO, SUPPO, CHENG/DCA, MWR, CMAA are required to attend. Critical is the designation of the ship's single

point-of-contact (POC). This should be the officer-in-charge of the evolution with authority to speak for the Command. To minimize confusion and possible safety hazards, changes to the LOAD PLAN will only be accepted from the POC. For load plan issues, the AOC Detachment Yorktown POC is the ship's planner. For all operational/ safety issues relating to ordnance operations, the POC will be the AOC Detachment Yorktown Pier Supervisor. Make sure all prescribed preparations (smoking lamp out, hot work secured, HERO set, safety brief held, fire hoses laid out, Bravo flag hoisted, etc.) are carried out as soon as practicable to allow the ordnance handling evolution to proceed in a timely manner.

#### Procedures and Pace of work

Safely handling sophisticated ordnance is a detailed and time-consuming process. A learning curve is usually experienced between your crew and the pier crew; thus, the evolution usually picks up speed as time goes on. This is especially true when handling Standard Missiles and Vertical Launch System (VLS) items. AOC Yorktown services over 100 ships per year and possesses a large body of ordnance handling knowledge. If you are concerned about ordnance handling procedures or delays, ask the Pier Supervisor. Other service questions contact the WPNSTA Dockmaster and they will assist you in finding a suitable answer. If further assistance is required, the Waterfront Operations Superintendent, Ordnance Manager, Officer in Charge, Executive Officer, and the Commanding Officer are also available.

#### Departure

As the ordnance handling evolution nears completion, keep the WPNSTA Dockmaster closely advised of underway intentions. The WPNSTA Dockmaster will endeavor to comply with your desires, bearing in mind the tides, movement of other ships, and special constraints placed upon the ship's movement by the Coleman Bridge. Before departure, clean the pier in your vicinity, complete the critique form, and give form to ship's planner or pier supervisor. The critique provides us with valuable responses for our efforts to improve our service to you and your sister ships. We owe you a response in writing to any suggestion or criticism and will provide one by letter.

#### Ordnance Handling

Typical ordnance-handling evolutions are assigned ONLY one crane and one crew per ship due to other planned commitments and explosive safety requirements. In the event the portal crane becomes non-operational a mobile crane will be used. However, the mobile crane is restricted to a lower working load. Depending on the type

of missile(s) being loaded/offloaded and their physical location onboard, your ship *may* have to be turned around in order to reach all of the cells.

For all ordnance evolutions, retrograde will be palletized and banded, and all discarded banding and strapping cut into lengths no greater than 2-1/2 feet.

Due to safety considerations, ordnance cannot be left on the pier or on your weatherdecks overnight. It must be either inside the ship or in a WPNSTA Yorktown magazine. The pier crew will cease handling ordnance in significant time to store ordnance before the close of business.

Normal pier working hours are Monday through Thursday, 0745-1700. Our normal break and lunch schedule is:

- |                    |           |
|--------------------|-----------|
| a. Morning Break   | 0930-0950 |
| b. Lunch           | 1125-1205 |
| c. Afternoon Break | 1400-1420 |
| d. Last lift       | ~1640     |

If this schedule does not meet your needs we can and will be flexible. Our ability to flex increases as advance notice increases.

#### Ordnance Offloads

Per COMLANTFLTINST 8010.12, *"The following policy concerning offload of small arms ammo is promulgated: This policy applies to small arms ammunition smaller than .50 CAL (e.g. 22 CAL, .45 CAL, 9MM, .38 CAL, 12 GA Shotgun, 7 .62MM, and 5.56MM.) Ships and submarines will not offload/return less than sealed unit packs of small arms ammo to WPNSTAs or shore stations. ALCON are encouraged to retain loose small arms ammo onboard, transfer it to another afloat unit, or expend it. In order to comply with this policy, ALCON are allowed to expend over their established NCEA of small arms ammo provided the over expenditure does not exceed the amount in one sealed unit pack. Alternately, if training requirements can be met, it is advisable to under expend if a sealed unit pack can be maintained. Every attempt will be made to provide NCEA quantities of small arms ammo consistent with sealed unit packs."*

A receipt inspection of all material using "RECEIPT, STORAGE AND ISSUE SENTENCING" (NAVSUP P-805/TW010-AC-ORD-010) Technical Manual will be conducted as part of the evolution. This inspection requires ships to palletize or otherwise package turn-in material per "FLEET SENTENCING" (NAVSUP P-807/TW010-AC-ORD-030) Technical Manual using MIL-STD Weapons Requirements (WR's). The WR's are very specific and should be consulted in the planning stages of

your offload. Specific WR's are available at the Pre-Arrival Conference or by calling the Waterfront Planning Section, commercial (757) 887-7684 or DSN 953-7684.

COMLANTFLTINST 8010.12 requires you to requisition all required containers to complete an offload. Banding kits, pallets, adapters and tools will be provided. The ship is required to sign for the banding kit before the kit being lifted onboard. Palletize everything - including retrograde. Ammo is to be segregated by pallet according to NALC, NIIN & CONDITION CODE, and must be palletized correctly before it is removed from the ship. At least one AOC Detachment Yorktown personnel will be present to assist each ship's palletizing station to assist/train in Fleet sentencing. Different lots may be combined on the same pallet. Banding training is available from AOC Yorktown via pre-arrangement. Palletizing and banding can be a slow process for an inexperienced crew, therefore, training is strongly recommended. Careful, real-time coordination between the ship's POC and the Ship's Planner/Pier Supervisor will minimize time lost to re-banding ordnance.

Documentation (DD Form 1348-1) for all items to be offloaded must be prepared per COMLANTFLTINST 8010.4 and 8010.12. All DD1348's must be provided at the Arrival Brief, NOT on a "to follow" basis. This is necessary to maintain proper accountability and inventory. A separate 1348 and MIL-STD tag (DD 1574/1575/1576/1577/1577-2) is required for each NALC, NIIN and condition code. Multiple lot numbers may be on the 1348 and MIL-STD tags providing the NALC, NIIN and condition code are the same, list each lot number w/quantity. The back of the MIL-STD tags may be used to list lot numbers and quantities. Additional 1348's may be required if material condition codes change because of the receipt inspection of the offloaded material.

For further transfer (FFT) is inspected by AOC Detachment Yorktown personnel. Cross-deck (C-D) ammunition is not inspected by AOC Detachment Yorktown personnel. Coordination between ships is recommended with each swapping a qualified inspector to check/inspect the material to be cross-decked. Provided both ships agree before the evolution, skip boxes and gate baskets may be used for powder, small arms and chaff (ensure boxes/baskets are available). Do not offload ammo until receiving ship has checked/inspected it and agrees to take it, if material is refused, the offloading ship must palletize the ammo prior to it being accepted by AOC Detachment Yorktown.

Per NAVSEAINST 8815.1C, "The loading/offloading of standard missiles in inclement weather is undesirable and will be avoided". Consequently, standard missiles will not be handled in inclement weather unless the delay will place a ship's deployment in jeopardy.



All turn-in containers and powder tanks must be certified empty and stenciled per COMLANTFLTINST 8010.12.

When loading/offloading torpedoes, ships are requested to pay particular attention to NAVSEA SW515-A0-PRO-020 checklist 4-2 through 4-5 as applicable to shipboard requirements. Checklist 4-9 should be accomplished prior to arrival to Yorktown for offloads to prevent a delay in containerizing. Specifically, when using MK-197 containers, THREE 8-unit desiccant bags are to be inserted into the desiccant basket. For MK-535 containers, FIVE 8-unit bags of desiccant are to be inserted into the desiccant storage compartment. The Lightweight Torpedo Storage and Issue personnel will assist in the accomplishment of the applicable checklist. Specific checklists will be addressed at the Pre-Arrival Conference or by calling the Storage and Issue Facility, commercial (757) 887-4727 or DSN 953-4727.

#### Ordnance Onload

If the onloading vessel desires to perform receipt inspection, on the pier prior to acceptance, pier personnel will facilitate this effort by ensuring all nomenclature, tags and labels are readily visible, and a pier employee is available to answer any questions, or make required corrections.

Small quantities/loose boxes/cans may be delivered loose in a gate basket to the pier. If material is delivered via gate basket, the delivering crew will separate the loose boxes once at the pier to facilitate inspection.

## COMMONLY ASKED QUESTIONS

### ABOUT ORDNANCE HANDLING OPERATIONS AT WPNSTA YORKTOWN PIER

Why does the pier crew keep taking breaks?

- The pier crews are civilian Federal employees. Their working hours, listed earlier, are dictated by financial constraints and negotiated union agreements. Our workers have a right to overtime pay and specified, negotiated working conditions. As individuals and as a team, however, they are proud of their flexibility and willingness to accommodate any reasonable request with respect to schedule given reasonable notice. They do not control overtime, however, and financial constraints mean that overtime must be authorized on a case-by-case basis.
- Crane crews may appear idle at various times in addition to their breaks. This is due to delays in other areas like transport, receipt, or inspection of ordnance. We attempt to minimize these delays.

Why are we using only one crane when there are more on the pier?

- The pier is equipped with one operational portal crane and several smaller mobile cranes, which are also available depending on the evolution being conducted. Due to personnel and financial restrictions, the use of only one crane and crew is typically authorized. All AOC Detachment Yorktown planning, including your departure time is done assuming the use of one crane per ship, unless otherwise stated. No delay of your departure time is incurred from the use of “just” one crane as sufficient time is allotted to get the job done.

Why can't AOC Detachment Yorktown be more flexible with the load/offload schedule/items?

- The best onloads/offloads conforms to the original agreed upon LOAD PLAN. For a number of reasons, this is not always possible. AOC Detachment Yorktown will attempt to maintain maximum flexibility to prevent delays in your departure time or wasted man-hours for ship's company. Instantaneous adjustments are not always possible or feasible because of the large amount of “behind the scenes” preparation necessary before the issue/receipt of ordnance items. AOC Detachment Yorktown pre-stages and pre-positions ordnance to the greatest extent possible. However, a sudden change in the agreed upon LOAD PLAN could require up to 60 moves to access the out-of-sequence item(s) in as many as 10 separate magazines. The ordnance must then be loaded and transported to the pier from its site on this 11,000-acre installation, and then inspected before it can be loaded aboard ship.

- SAFETY is our primary concern at all times and will not be sacrificed to “speed up” peacetime evolutions. Limited availability of tugs may also be a problem for ships attempting to get underway much earlier than planned. However, 99 percent of ships depart WPNSTA Yorktown on time or earlier.

Why must we rig our accommodation ladder when there are brows available?

- “The WPNSTA Yorktown pier is undergoing a MILCON project scheduled through early-2005. Due to the ongoing extensive reconstruction of the pier and the contractual requirements to maintain construction work boundaries, contract lay-down areas, etc.; we are limited in the flexibility of positioning your Ship to use a brow. The use of a brow may interfere with the crane operating area, which necessitates repeatedly removing/replacing the brow in order to allow the crane to be repositioned along the pier. We appreciate your patience, flexibility, and support during this period of reconstruction.”

MORALE, WELFARE AND RECREATION (MWR)  
Naval Weapons Station Yorktown, VA

We are proud to support you during your visit. One of the MWR Department's goals is to help you enjoy your visit and liberty. WPNSTA Yorktown is a large station extending in a radius of several miles. You will require transportation to get from the pier to most areas of the station. We can provide you with transportation and a wide range of other services during your stay: bowling, fishing, golfing, gymnasium with full fitness equipment, recreation center with a snack bar and full service bar, computer service with internet access, catering for retirement, pinning on, ceremonial and more. We hope that you take advantage of our facilities by tailoring your stay to provide a "mini port visit" and/or accomplish shipboard social events. We stand ready to coordinate our facilities and events to support your liberty and other special needs. We look forward to helping you make the most of your time here at WPNSTA Yorktown.

BUS SERVICE: 887-4555

MWR will provide a Liberty Shuttle bus with driver, free of charge starting at 1700hrs. It will go to Gate 1, NEX, Bowling Center, Gym, Gate 3, and City Limits All Hands Club. The bus is not authorized for off base use. The total round trip takes approximately 35-40 Mins. *(AN E-4 OR ABOVE SHORE PATROL, IN UNIFORM, IS REQUIRED TO RIDE THE BUS AT ALL TIMES).*

GOLF: 887-7101

Holly Oaks golf course is located nearby the ordnance pier and offers 9 holes, 18 tees and 10 greens overlooking the York River. This exceptional facility provides for all of your golfing needs boasting a small driving range, riding and pull carts, and club rentals.

Deer Cove golf course is located aboard Cheatham Annex and is a complete 18 hole course. Generally, green fees run \$10 per person during the week and \$12 per person on the weekends. Carts can be rented for \$8 per round.

MOBLE CANTEEN:

Operates on the pier Monday to Thursday @ approximately 0930 Hrs.

BOWLING CENTER: 887-4607/08

Bowling facility located next to the base gymnasium, which offers 6 fully automated brunswick lanes. Additionally, this facility incorporates a snack bar serving food and beverages. Furthermore, the facility boasts a variety of specials to include "no tap," "red pin," and "cosmic bowling."

ITT: 887-4609

Tickets and more are open from 0900 to 1700 Hrs Tuesday through Saturday. Located inside City Limits (Bldg 2006). Tickets for local concerts and attractions are available for purchase.

#### GYM: 847-7828

This facility boasts basketball/volleyball courts, a fitness room filled with state-of-the-art physical fitness equipment, racquetball courts, a weight-room, equipment checkout, regular aerobic classes as well as shower and sauna facilities. This terrific facility is located close to gate 3 within walking distance from the city limits recreation center and next to the bowling facility.

#### CITY LIMITS All Hands CLUB AND RECREATION CENTER: 887-4555

Located just inside gate 3 next to the galley. City limits offers 17 computer stations for Internet and e-mail usage at no cost to our customers. Other offerings within city limits are a full fare snack bar, a billiards room, video games as well as 12 Sony Playstation 2 systems. Plasma screen TV room, a state of the art, 50-seat surround sound movie theater. Individual TV viewing area with recliners. City limits has a full service lounge with big screen TV, DJ/karaoke on selected evenings. Public pay phones and an ATM machine are also available.

#### OTHER ITEMS OF INTEREST:

Coin Operated Laundromat is located outside Gate #1.

#### RUNNING/JOGGING/BIKING

WPNSTA Yorktown is an expanse of some 12,000 acres of property with dozens of miles of wood lined roadways and paths. This makes it a wonderful place to explore for those who enjoy jogging and/or biking. Running and biking enthusiasts just need to show their military ID card to the gate guard at the sentry shack at pier access to obtain an access pass and a map (also enclosed in this pamphlet) of the available roadway and trails. The access pass allows active duty personnel to travel throughout areas normally open to WPNSTA employees. (Note: Jogging and/or biking within restricted areas of the base will generally be limited to daylight hours.) The following are the WPNSTA's rules for jogging, running, and biking:

##### Rules for Running/Jogging

- No running/jogging on the pier or pier legs.
- Before running/jogging aboard WPNSTA Yorktown, individuals must report to the Pier Access Guardhouse with a proper ID. The Sentry will issue a serialized temporary security pass to each individual and will log in each runner/jogger by time and badge serial number. These badges will only be issued to crewmembers of visiting ships.
- Serialized temporary security passes should be worn where clearly visible while running/jogging aboard WPNSTA.
- Running/jogging is permitted during daylight hours only.
- When running/jogging on one of WPNSTA's designated running/jogging trails, remain on the trail. Do not venture into surrounding woodlands.
- Runners/joggers are welcome to run/jog along any of WPNSTA's hard surface roads outside of designated "restricted areas." When running/jogging on installation roadways:

- Always run so as to face on-coming traffic.
- Do not venture into areas designated and marked as “restricted areas.”
- Upon completion of running/jogging, return the serialized temporary security badges to Pier Guardhouse for use by others.

#### Rules for Bicycling

- No bicycling on the pier or pier legs.
- Before bicycling aboard WPNSTA Yorktown individual bikers must report to the Pier Access Guardhouse with a proper ID. The Sentry will issue a serialized temporary security pass to each individual and will log in each biker by time and badge serial number. These badges will only be issued to crewmembers of visiting ships.
- Serialized temporary security passes should be worn where clearly visible while biking aboard WPNSTA.
- Biking is permitted during daylight hours only.
- All bikers must wear bike helmets while biking aboard WPNSTA. Bikers must follow all applicable traffic rules/regulations.
- Biking is limited to hard surface roads aboard WPNSTA outside of areas designated and marked “restricted areas.” Do not bike on off-road trails designated for running/jogging or horseback riding.
- Upon completion of biking aboard WPNSTA, return the serialized temporary security badges to Pier Guardhouse for use by others.

#### PICNIC & CAMPING AREAS: 887-7224/847-7887

Japanese Garden is a beautiful and scenic area for holding small picnics or cookouts and is suited best for relatively small groups of 100 to 150. Again, call in advance for reservations.

Additionally, we have three picnic areas for small and large groups available at our Cheatham Annex, contiguous but must be accessed by car (15 minutes via Colonial Parkway). To support picnics or sporting events, we have gas and charcoal cookers, tables, and canopies.

Better yet, for a ship's picnic/cookout or outside sports-day, let us do the set up for you and just come and enjoy.

#### BACK-TO-NATURE CABINS: 887-7224

Cheatham annex currently boasts 32 fully equipped 2-bedroom cabins located along the bluffs overlooking the York River or along the banks of Cheatham Lake. Active duty military members are given first priority in renting these cabins and are permitted to reserve a cabin before other patrons and up to 12 weeks prior to the intended stay. During the summer months, the cabins are usually rented a week at a time. However, between Sept. and May, the cabins are available on a two-night minimum stay basis. Call 12 weeks in advance, on the first workday of the week at 0800. Other opportunities for outdoor living include pop-up tent trailers on one of the RV sites or pitching a tent at the primitive camp sites located at Jones pond. Our outdoor recreation center carries a full line of tents, sleeping bags and camping gear.

### FISHING: 887-4602/7418

Fishing is permitted on station in several locations. Fresh and salt-water fishing is available for your enjoyment at many of our lakes. Our lakes contain a good selection of striper, large mouth bass, crappie, sunfish, and catfish. WPNSTA offers four (4) lakes on the main side with three and 4 boats each, while the nearby Cheatham Annex has 3 large lakes, which will accommodate up to 25 boats for ship's tournaments. All freshwater fishing requires a Virginia State Fishing license, which is available at the Cheatham Annex MWR Country Store and many of the local sporting goods stores. The Country Store also provides rental poles and carries a full line of tackle, bait, snacks, and drinks. Boats that accommodate 2 or 3 fishermen are required for fishing on all lakes and ponds, and are available at \$4.00 each. The full package of boat, motor, and battery is \$14.00 per day. Saltwater fishing in the York River is authorized from the Cheatham Annex pier 24 hours a day. A variety of saltwater fish is available on a seasonal basis including some of the largest striped bass and croaker in Virginia. Pier permits (good for the holder and three guests) are available at the Country Store and no further license is required when fishing from the pier. Fishing from the Yorktown pier is not permitted for safety reasons, but fishing from the ship is allowed. Fishermen dropping a line over the side or bank fishing from the York River along the historical parkway are required to possess a state saltwater license for fishing tournament arrangements.

### ATM MACHINES

There are (3) locations on WPNSTA Yorktown: WPNSTA Credit Union on Main Road, City Limits Recreation Center, and the 3<sup>rd</sup> one at the NEX located outside of Gate 3, near the bowling alley and gymnasium.

### TAKE A "MINI-VACATION"

WPNSTA Yorktown and Cheatham Annex are located in the heart of a national historic area filled with the recreational and educational opportunities to enjoy a "mini vacation." Yorktown, Williamsburg, and Jamestown are all located only minutes away. Both WPNSTA Yorktown and Cheatham Annex proudly boasts an outstanding Bachelors Quarters facility that offers a terrific place to stay at low cost to our Sailors and their families. Reservations for WPSTA Yorktown BQ facilities may be made by calling (757) 887-7621, and for Cheatham Annex BQ at (757) 887-7712. Availability is limited, especially during the summer, so reserve early.